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First look at Moodle.
What is Moodle?

Moodle is an educational platform designed to offer courses and virtual communities services through the Internet. The tool allows us to:

- Present educational material in the form of lessons, works, exercises, questionnaires, etc.
- Provide informational resources such as forums, chats, audio, video, web pages, etc.
- Offer activities where students can interact with each other or with the tutor.

As a participant, this platform will let you share and integrate the virtual learning experience using the tools presented below.

(Appearance of the Virtual Classroom homepage)
Basic utilization

• On the left side of the homepage, you will see three sections: Navigation, Settings and Calendar:

• This button let us edit each one of the sections mentioned before, add and hide tools. Positioning the mouse over the red squares will display the edit buttons.
1. When Clicking on “Site pages” you will be able to select two options

2. In “Tags” we can search for keywords in the homepage, in “Calendar” a screen will display where you will be able to see your courses’ events and you can add your own events (since the course has a calendar the usage of this tool is up to your tutor’s discretion)

3. To create a new event you will have to fill out the fields required by the system

4. When clicking “My profile” you will see three options
5. When clicking “View profile” a part of your profile information will display as shown in the image

![Profile Information](image)

6. When clicking “Forum posts” you will be directed you to your messages in forums and discussions

![Forum Posts](image)

When clicking “Messages” you will be directed to a screen that contains your conversations and contacts

![Messages](image)

When clicking in “My courses” you will be directed to the links of the courses where you are registered

![My Courses](image)
Moodle Icons and their meaning

The following are the descriptions of the different icons you can find in the virtual classroom. Take into account that this information will help you have a better comprehension and take advantage of the resources that will be assigned to each course of the Educational Portal of the Americas.

The “Chat” activity allows participants to have a live text conversation. The chat can be a one-time activity or it can be done at the same time every day or weekly. Chat sessions will be saved and can be published as public, so everyone can see it, or be limited to the users with permission to see the chat history. Chats are especially useful when a group has no possibility to meet physically to speak face to face, such as:

- Scheduled meetings for online courses students. The chat option let them share experiences with other students of the same course but from different cities or countries.

- A student that is temporary unable to attend class can chat with the tutor to be updated on the class subjects and homework.

- Students that are starting to work can meet to discuss their experiences among themselves and with a tutor.

- Small children at home in the afternoons as a monitored introduction to the world of social media.

- A “questions and answers” session with a guest speaker from a distant place. Sessions to help students prepare themselves for exams, where tutors and students can participate.
Forum

The module activity “forum” allow participants to have synchronized discussions that take place for a long period of time. There are different types of forums to choose from, such as: the standard forum where any person can start a new discussion at any moment; a forum where each student can start a unique discussion; or and “questions and answers” forum in which students have to participate before being able to see the messages from other students. The tutor can allow files to be attached as contributions to the forum. Attached images are shown in the forum as messages. Participants can subscribe to receive notifications of new messages in the forum. The tutor can establish the subscription mode as: optional, forced, auto, or prohibited subscriptions. If necessary, students can be restricted to publish only a specific amount of messages in a certain timeframe; this will allow the discussions to be more balanced. Tutors or students can evaluate the messages in the forum. Classifications can be added to a final grade and registered in the grade book. Forums have multiple usages, such as:

• A social space for students to get to know each other
• A place to post the notices related to the course (using the news forum with forced subscription)
• A place to discuss the content of the course or lecture material
• A place to continue online an issue previously proposed in a face to face session
• A venue for discussion between tutors from the course (using a hidden forum)
• As an assistance center where tutors and students can give advices
• As a support area for one-to-one communications between student and tutor (using a forum with divided groups and with one student per group)
• For complementary activities, such as brainstorming where students can reflect and propose ideas
A “SCORM package” is a set of files that are attached under a standard norm for learning purposes. The SCORM module activity allows us to upload and add SCORM or AICC as well zip files to the courses. The content usually is shown in many pages, with navigation between pages. There are many options to visualize the content, with pop-up windows, content tables, navigation buttons, etc. SCORM activities generally include qualifying questions, registered in the grade book.

SCORM activities can be used for:

- Presentation of multimedia and animation content
- As an evaluation tool

(This is the icon where you can find the multimedia version of the courses you have subscribed.)

Assignment

“Homework” module allows teachers to evaluate students by creating assignments that are going to be checked, evaluated and rated.

This tool allows you to present any digital content, such as text files, spreadsheets, images, audio, and video, among others. Alternatively or as an additional homework students can be required to write directly in the textbox used for editing text.

Teachers can leave feedback and upload files such as comment notes or audio comments. Assignments can be rated in a numeric scale or in a personalized scale. Final grades are registered in the grade book.
Lesson

This icon represents the activity “Lesson”, it lets the tutor present content and / or practical activities in an interesting and flexible way. A tutor can use the lesson to create a linear way of content pages or educational activities that offers the student many options. In any case, tutors can choose to increase student participation and ensure the understanding through the inclusion of different types of questions such as multiple choices or open-ended questions. Depending on the student’s answer and the way the tutor provide the lesson, students are allowed to go to the next page, go back to a previous page or go to a totally different itinerary.

A lesson can be rated and the grade registered in the grade book. Lessons can be used for:

- Self-guided learning on a new subject
- Exercises based in scenarios or decision making simulations
- Review previously presented course material

It’s important to remark that in this tool you will find the mobile version for the course that you have enrolled.

Wiki

The icon “Wiki” allows students to add and edit a collection of webpages. A wiki can be collaborative (anyone can edit it) or individual (only one person can edit it). Wikis have many uses, for example:

- To generate class notes in a collaborative way among all students
- For teachers to plan a strategy or a work meeting in a team
- For students working in teams reading an online book and creating content for a subject chosen by their tutors
- For the collective narrative or creation of a group poesy where each participant write a line or a verse
- As a personal journal or for taking notes for exams and summaries (personal Wiki)
Home page
description

When you enter the Virtual Classroom of the Educational Portal, the following page will display:

(In this page you will find the courses that you are currently enrolled.)

In the left side of the webpage you will find the participants “Rules”, the “Technical Requirements” for the correct operation of the platform in your PC, and the “Novelties of the site”.

(In this page you will find the courses that you are currently enrolled.)
In the lower left side of the page are the sections “Settings” and “Calendar”.

![Calendar and Settings Sections](image)

November 2014

<table>
<thead>
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<th>Mon</th>
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Settings

When clicking the “My Profile settings” two other options will display: “Edit profile” and “Messaging”, both of them have different characteristics.

When selecting “Edit profile” you will be directed to a screen where you can edit your profile. Note that you have to be careful when making changes in the fields required by the system.

Brian Smith

Username: Brian1
Choose an authentication method: External database
Suspended account: 
New password: 
Force password change: 
First name: Brian
Surname: Smith
Email address: email@hotmail.com
Email display: Allow only other course members to see my email address
Email format: Pretty HTML format
Email digest type: No digest (single email per forum post)
Forum auto:
In this section you can edit your personal interests, add a user picture, and write a detailed description about you. It also allows you to add your contact information in case you want to share it.

How to upload a user picture to your profile

To upload your profile image you just have to drag the image you want from your PC to the indicated box. You can also select the option add, a new window will display, select the file and click “Upload this file”
When you finish making changes in your personal information, remember to select the option "Update profile" for the system to save the changes.
When clicking “messaging” a range of options will display and will allow you to modify the notifications methods for the incoming messages.

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<th></th>
<th>System</th>
<th>Popup notification</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td><strong>Personal messages between users</strong></td>
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</tr>
<tr>
<td>When I’m logged in</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>When I’m offline</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Course creation request approval notification</strong></td>
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<td>When I’m logged in</td>
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<td><strong>Course creation request rejection notification</strong></td>
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<td>✔️</td>
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When finishing the messaging configuration, remember to select “Update profile” for changes to be registered in the system.
Change password

To change the password it is necessary to access the homepage of the Educational Portal of the Americas www.educoas.org and look for the option “log-in” located in the upper left side of the homepage.

1

Type your username and password, then press the Log-in button.

2
Select the option “View and / or Edit My Profile” and the next form will display.

3

Click on the “Change Password” option.

4

Insert your “current password”, then insert your new “password” and type it again in the next field. Please note that your password has to meet the following requirements:

- To have at least a minimum of eight (8) characters
- To have at least a letter
- To have at least one number
- To have at least a special character (@#$%&*+)

5

If the process is successfully finished, you will be redirected to the previous page. There you will see that the field to confirm your e-mail is empty. It is very important to add your E-mail once again for the changes to be saved in the system correctly.

6
To finish, select the option: “send” located in the bottom part of the webpage.

If the password reset is successfully done the following message will appear on the screen.
Assignments

How to upload an assignment to the Platform?

The following video guides you through the process of how to upload an assignment to the platform.

To see the video on Youtube click here: http://youtu.be/YufWoVVl3AU
Forums

How to have access to a course’s forum?

To have access to the forums located in the lessons you have to select the course and scroll to the icon forum.

Orientation Module
- Guidelines for the Orientation Module
- Orientation Module
- Module Navigation Tutorial
- Forum: Welcome
- Forum: Questions
- What is assessment?

Once selected, a tutor’s introduction will display along with the topics of the forum’s discussions.

Welcome to all participants to this online course, Intel® Teach Elements: Assessment in 21st Century Classrooms. I hope this becomes an enriching experience for your professional development.

Let’s introduce ourselves to each other! Post a message in the discussion forum indicating what subject matter(s) you teach and at what educational level (e.g., early childhood, childhood, adolescent, post-secondary, adult). Then, post a reply to one or more classmates who share common interests with you in these regards.

Don’t forget to tell us the reason why you are enrolled in this course and your expectations about it!

Regards,
Slate

Remember, to have access to the forum you have to select the topic in the left side of the screen.
How to participate in the forum?

To answer a tutor’s questions in a forum just select the option “Reply” located at the bottom part of the message.

Then type your answer in the textbox: “Your reply”
Then click the button "**Mail now**" to let the tutor know about your reply in the forum, to finish the process press "**Post to forum**".